

guidance **INDEX**

Vol. XIV, No. 8 | November, 1951

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New SRA Guidance Publications

Better Living Booklet, Guiding Children's Social Growth by Ellis Weitzman, Professor of Psychology and Measurements, The American University, Washington, D. C. (See review item No. 6.)

Life Adjustment Booklet, Facts About Narcotics by Victor H. Vogel, M.D., Medical Officer in Charge of U. S. Public Service Hospital at Lexington, Kentucky, and Virginia E. Vogel. (See review item No. 43.)

SRA Better Reading Book I by Elizabeth A. Simpson, Director of the Adult Reading Service, Illinois Institute of Technology, Chicago. (See review item No. 29.)

SRA Junior Inventory — Form A by H. H. Remmers, Professor of Psychology and Education and Director of the Division of Educational Reference at Purdue University, Lafayette, Indiana; and Robert H. Bauernfeind, Assistant Professor of Psychology and Education at Carleton College, Northfield, Minnesota. (See review item No. 37.)

Junior Life Adjustment Booklet, You Can Read Better by Paul Witty, Professor of Education and Director of the Psycho-Educational Clinic at Northwestern University, and Harry Bricker of the Atlanta Area Teacher Education Service, Emory University. (See review item No. 45.)

Directions For Use

The **Guidance Index**, published monthly during the school year, lists the best current material in guidance and its related fields. The items are divided into two main groups. The first is material for the counselor, teacher, and administrator; the second, for the student.

The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk (*) denotes material especially suitable for the elementary schools.

All vocational information is classified according to the SRA Occupational Filing Plan. This aids the reader in finding the material wanted, and in filing it when it has been obtained. Every effort is made to list as many free and inexpensive (50 cents or less) publications as possible. In this issue of the *Guidance Index* you will find:

62 items covering 40 subjects of which 19 are free or inexpensive.

Note

The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

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SUBJECT INDEX

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for the

COUNSELOR TEACHER, and ADMINISTRATOR

Items listed in this category give information on guidance and related fields: child development, personal adjustment, education, and vocational guidance.

Adult Education

1. **Creative Leadership of Adult Education.** Paul L. Essert. [Prentice-Hall, 70 Fifth Ave., New York 11.] 1951. 333 pp. \$3.75.

A discussion of the problems, scope, and potentialities of adult education designed to acquaint adult educators in universities and in the field with some practical skills and techniques of leadership. It deals specifically with two types of adult learning — learning from planned, purposely organized situations, and learning from day-to-day experiences. This book is intended to help leaders in adult education develop community programs that are based upon a recognition of what adult education is, what adults want it to be, and what it might become under creative leadership.

Audio-Visual Education

2. **Educators Guide to Free Slidefilms.** 3rd ed. [Educators Progress Service. Randolph, Wis.] 1951. 151 pp. \$3.00.

This third annual edition of an invaluable audio-visual reference brings up to date all the information contained in previous editions. Teachers and administrators who want to use visual materials to supplement classroom instruction will find it very helpful. The book lists 504 titles of slidefilms, all of which may be secured free of charge. Information is given on the types of slidefilms, number of frames, running time, date of release, terms and conditions of loans, and the names and addresses of issuing sources. Brief annotations are also given for each entry.

3. **Motion Picture Discrimination.** Edgar Dale and John Morrison.

[University Press, Journalism Bldg., Ohio State Univ., Columbus 10, Ohio.] 1951. 41 pp. 50c.

An annotated bibliography of articles and sections of books prepared to help teachers who wish to introduce classroom instruction on discriminating viewing of motion pictures and television. The articles and textbook sections included represent some of the most significant ideas on motion picture discrimination written during the past few years. They will furnish background materials for teachers and help them in organizing a motion picture appreciation course as a part of the high school curriculum.

4. **Motion Pictures for Mental Health Programs.** [Health Publication Institute, 216 N. Dawson St., Raleigh, N. C.] 1951. 68 pp. Free.

A selected list of some of the more widely available films which are appropriate for use with lay groups, students, and professional workers in the field of mental health. The booklet contains brief descriptions of the films, and gives suggestions for their effective use in the mental health program. The principal distributors of the films are listed, together with the names and addresses of agencies designated as State Mental Health Authorities. The films included deal with such subjects as: Child and Family, Marriage, Mental Health Problems, Physiology of Human Reproduction, and Teacher Education.

Child Guidance

5. **Guiding Children's Social Growth.** Ellis Weitzman. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1951. 48 pp. 40c. Quantity prices.

A socially mature person enjoys living, working, and playing with others. He is self-reliant, able to build a useful, creative life, to give as well as receive, to behave in a way that brings good to himself and others. This booklet shows parents and teachers how to provide experiences which will develop these characteristics in children. It presents a detailed portrait of a mature person, discusses why social growth is important. Author Ellis Weitzman, Professor of Psychology and Measurements. The American University, Washington, D. C., has included a checklist to help parents and teachers measure social growth in children. Also included are a checklist for adults and an annotated bibliography.

6. ***Guiding the Young Child.** Helen Heffernan, Ed. Prep. by a committee of the California School Supervisors Association. [D. C. Heath & Co., 285 Columbus Ave., Boston 16, Mass.] 1951. 338 pp. \$4.25.

This book covers child guidance in terms of mental, physical, social, and emotional development. It contains the results of latest studies and experimentation in early childhood education, presented in illustrative discussions of a practical school program. Suggested experiences adapted to the behavior and needs of the young child are also given, showing how the home and school can cooperate in guiding young children toward successful personal and social adjustment. Appendixes include a guide for studying a young child, materials and equipment, school evaluation criteria, and valuable bibliographies.

7. ***The Home Education of a Boy.** William B. Barrett. [The Updegraff Press, Harwood Bldg., Scarsdale, N. Y.] 1950. 120 pp. \$2.00

An interesting account of a father's experiment in the home education of his son, beginning in early childhood and continuing into his college years. He describes, in detail, the methods used to help his son grow into a confident, well-adjusted individual, and reports on the results these home training methods and ideas had on his son. In the last chapter of the book, the author tells what he would do differently, or additionally, if he could do it all over again.

8. **Moral and Spiritual Values for Your Children.** Educational Policies Commission. [Nat'l. Education Assn., 1201 Sixteenth St., N. W., Washington 6, D. C.] 1951. 8 pp. 10c. Quantity prices.

Addressed primarily to parents, this pamphlet illustrates the importance of strengthening the moral and spiritual development of boys and girls. Community leaders, parent groups, and laymen generally should find it useful as a medium of school interpretation. It shows what schools are doing toward character education and the teaching of moral and spiritual values in every part of the school program.

9. ***These Well-Adjusted Children.** Grace Langdon and Irving W. Stout. [The John Day Co., 62 W. 45th St., New York 19.] 1951. 243 pp. \$3.75.

The material in this book is based upon studies made by two groups of graduate students, in widely separated parts of the country, who were concerned with learning what best helps children to be well-adjusted. The authors give, first, a description of the methods used in making the study, and then tell what the parents themselves said caused their children's good adjustment. Sketches of family life, background information about the parents, about the homes, and tables giving detailed figures on the findings of the study are included. Children included in the studies represent varying nationalities, cultures, and age groups, living in small towns, cities, rural areas, and suburban towns.

Child Psychology

10. **Readings in Child Psychology.** Wayne Dennis, Ed. [Prentice-Hall, 70 Fifth Ave., New York 11.] 1951. 624 pp. \$3.75.

This book includes scientific studies of child behavior, representing a wide range of authors and ideas on child nature and child care. The selections cover significant material from past and present authorities in the field, including factual investigations as well as theoretical discussions. The major headings used are: Behavior of the Fetus and Neonate; Development in the First Years; Causal Factors in

Early Development; Effectiveness of Early Training; Language and Thought; Intelligence; Emotion; Personality; Social Factors in Child Behavior; and the Child in School.

Child Welfare

11. **A Directory of Nursery Schools and Child Care Centers in the United States.** Clark E. Moustakas and Minnie Berson. [The Merrill-Palmer School, 71 E. Ferry Ave., Detroit 2, Mich.] 1951. 171 pp. \$1.50.

A useful reference for educators, school administrators, nursery school teachers and directors, parents, and other persons interested in the education of young children. It is a compilation of public, private, and special nursery schools and child care centers in all parts of the country. The name, address, and administrative head are given for each school, alphabetically listed according to the state and city in which it is located. Professional workers in child development research should also find this book useful.

Curriculum

12. ***Elementary Teachers Guide to Free Curriculum Materials.** Edited by John Guy Fowlkes and Paul T. Cody. 8th ed. [Educators Progress Service, Randolph, Wis.] 1951. 349 pp. \$4.50.

An up-to-date annotated list of free booklets, charts, maps, atlases, scripts, exhibits, and transcriptions that are suitable for pupil use and as aids to the elementary school teacher. Each entry is classified according to subject, and a source index provides a list of the names and addresses of the organizations from which materials may be obtained. A new feature of this edition is the expansion of sample units to include suggested uses of certain free materials by recognized educators in different sections of the country. Specific teaching techniques are also included.

13. **Fundamentals of Curriculum Development.** B. Othanel Smith and Others. [World Book Co., 2126 Prairie Ave., Chicago 16.] 1951. 780 pp. \$4.50.

A comprehensive and penetrating study of curriculum problems. The authors present and examine the major curriculum theories in use today, and discuss principles and procedures by which curriculum problems can be attacked. Particular attention is given to problems of school-community relations, stressing the influence of our culture on the development of an educational program at all levels.

Discipline

14. ***Discipline for Freedom.** Reprint Service Bulletin No. 23. [Assn. for Childhood Education Internatl., 1200 Fifteenth St., N. W., Washington 5, D. C.] 1951. 40 pp. 50c.

A collection of articles from various issues of *Childhood Education*, a magazine for persons concerned with children. The articles were contributed by individuals who live and work closely with children. Of particular interest is a round-table discussion of "What Do We Mean by Discipline? What Do We Mean by Freedom?" It is an examination of school and home situations by children and adults. Other articles deal with problems of rewards and punishments; the results of guidance and discipline; the influence of home and family on child development; and the types of climate that are important to encourage self-discipline among children.

Education

15. **Education—the Well-spring of Democracy.** Earl James McGrath. [University of Alabama Press, University, Ala.] 1951. 139 pp. \$2.50.

This book is made up of seven papers presented by the author at various times during the past two years. The scope of his material covers the present status of American public education, from the elementary grades through the graduate school, including vocational education. Major emphasis is placed on critical problems, proposed solutions, and needed changes in each area. In a chapter titled, "Democracy's Road to Freedom," the author describes the contrast between the methods and purposes of education in a democracy and those in a totalitarian state.

16. Private Independent Schools. 4th ed. [James E. Bunting, Publisher, Wallingford, Conn.] 1951. 535 pp. \$5.00.

This directory of private schools for boys and girls lists boarding schools, day schools, and military schools with or without church affiliations. It gives detailed, objective, descriptive accounts of the various schools including information on the staff and student body, the physical plant, academic instruction, requirements for admission, costs, and extracurricular activities. The second part of the directory gives brief descriptive listings of an additional number of schools and their locations. This book will serve as an authoritative guide for parents and teachers who have need for information regarding private independent schools in all parts of the country.

17. Two Sides to a Teacher's Desk. Max S. Marshall. [The Macmillan Co., 60 Fifth Ave., New York 11.] 1951. 284 pp. \$3.00.

This book discusses education from both the teachers' and the students' points of view. The author describes teaching from the student's standpoint, and students as the teacher sees them. Pointing out that teachers once sat on the other side of the desk, he suggests that students may have ideas that are worth while, and concludes that education has become one-sided because teachers hold so much authority. The book also includes a discussion of teaching principles, school administration, teacher training, and other aspects of the educational program as it relates to the whole community.

18. The Workshop Way of Learning. Earl C. Kelley. [Harper & Bros., 49 E. 33rd St., New York 16.] 1951. 169 pp. \$2.75.

How the workshop plan operates, what it tries to do, and how well it has succeeded is described in this book. It gives a detailed report of the Workshop at Wayne University and is written by its director. The author shows how the workshop idea functions, in that it places the responsibility for learning on the student, helping him develop self-confidence in his own learning ability in the process of group participation. His report is prepared for teachers of education at all school levels, and for persons in other fields

who are interested in how people in groups learn.

Elementary Education

19. *The Language Arts in the Elementary School. Ruth G. Strickland. [D. C. Heath & Co., 285 Columbus Ave., Boston 16, Mass.] 1951. 370 pp. \$3.75.

Illustrated with photographs and diagrams, this book presents a comprehensive treatment of the way children learn the language arts, and their relationship to other aspects of children's growth and development. It covers problems of usage, grammar, punctuation, and all other facets of oral and written language from early childhood through the elementary school years. The author also includes an analysis of the problems of boys and girls who deviate from the usual patterns, and gives suggestions for methods of meeting their needs. Selected bibliographies are given at the end of each chapter.

20. *Pictures of Children Living and Learning. [Assn. for Childhood Education Internatl., 1200 Fifteenth St., N. W., Washington 5, D. C.] 1951. 131 pp. \$2.00.

This book contains the reproductions of more than one hundred selected photographs showing good experiences for children in grades two through seven. The pictures are of children living and learning indoors and outdoors; children attacking and solving problems; children learning to handle materials; children accepting responsibility, learning to better understand and live with themselves and others. Teachers and parents may use these pictures as an aid in understanding children and for studying their development.

Growth and Development

21. *Growth and Development of the Preadolescent. Arthur Witt Blair and William H. Burton. [Appleton-Century-Crofts, 35 W. 32nd St., New York 1.] 1951. 221 pp. \$2.25.

Believing that preadolescents represent a very neglected group, the authors summarize and evaluate research from widely

scattered sources dealing with the psychology of later childhood. They also outline general principles which will be of help to adults in guiding the development of children in that age group. This book should be of value to teachers and administrators of elementary education, elementary school guidance workers, prospective teachers, parents, and child study groups.

Guidance

22. Principles of Guidance and Pupil Personnel Work. Arthur J. Jones. 4th ed. [McGraw-Hill Book Co., 330 W. 42nd St., New York 18.] 1951. 630 pp. \$4.75.

The place and function of guidance in the public schools and its relation to pupil personnel work is the main topic of discussion in this book. It includes charts showing the organization of guidance services, up-to-date statistics on educational facilities, occupational distribution, and other illustrative tables. Methods of guiding students from the elementary schools through college are also included. The chapter on guidance of out-of-school youth will be of interest to persons working in the field of adult education.

Higher Education

23. Discriminations in Higher Education. Edited by Francis J. Brown and Others. [Editorial Dept., Amer. Council on Education, 1785 Massachusetts Ave., N. W., Washington 6, D. C.] 1951. 80 pp. \$1.00.

A report of the Educators Conference sponsored by the Midwest and the American Council on Education Committees on Discriminations in Higher Education. It contains the addresses, panel discussions, and recommendations of the conference, which was attended by representatives of the colleges, universities, and professional schools of the midwest, and other interested organizations. The purpose of the conference was to consider the recommendations of the National Educators Conference with a view to their implementation on a regional and state basis. This report shows the efforts and desires of colleges and universities to provide equality of educational opportunity in admissions and every other aspect of college life.

24. Improving College Instruction. Fred J. Kelly, Ed. [Amer. Council on Education, 1785 Massachusetts Ave., N. W., Washington 6, D. C.] 1951. 195 pp. \$1.75.

This volume is the report of the second conference under the joint sponsorship of the Office of Education and the American Council on Education having as their objective the improvement of college teaching. It contains the addresses of speakers and the reports of study groups, all dealing with the problems involved in improving the effectiveness of in-service college teachers. Administrators and teachers in institutions of higher education will be interested in the suggestions for improving in-service education and for developing college programs which will foster faculty growth.

25. Statistics of Land-Grant Colleges and Universities. Maude Farr and Robert C. Story. Bulletin No. 4, Federal Security Agency, Office of Education. [U. S. Govt. Print. Off., Washington 25, D. C.] 1951. 48 pp. 15c.

This report gives detailed statistical tables on the number of students and instructional staff, the income, expenditures, funds, degrees offered, the condition and progress of all land-grant colleges and universities in the United States. It includes information on undergraduate, graduate, and special students, and the fields of study in which they were enrolled.

Juvenile Delinquency

26. Youth Road. Eva Lena Weeks. [The Story Book Press, 1435 Second Ave., Dallas 10, Tex.] 1950. 128 pp. \$2.50.

This book discusses the problem of juvenile delinquency and ways of combatting it through youth groups, churches, and similar organizations under wise adult leadership. The author shows how cooperation between home, school, church, and the community, in providing adequate recreational and constructive training facilities for boys and girls, can help them grow into responsible, adult citizens.

Mental Hygiene

27. **Twentieth Century Mental Hygiene: New Directions in Mental Health.** Maurice J. Shore and Others. [Social Sciences Publishers, 1966 Broadway, New York 23.] 1950. 444 pp. \$6.00.

Prepared by national and international specialists, this book discusses the most outstanding problems in mental hygiene and the modern methods of treatment. Some of the topics with which it deals are: New Directions in Mental Health; Mental Hygiene; War and Its Effects; Mental Hygiene of the Normal; and others which will be of interest to professional workers, the practical worker, and all persons related to the field.

Reading

28. **An Ample Field — Books and Young People.** Amelia H. Munson. [American Library Assn., 50 E. Huron St., Chicago 11.] 1950. 122 pp. \$3.00.

School librarians and others working in the field of young people's reading will find this book of value in helping to understand teen-agers and their reading interests. It discusses the many opportunities they have to help young people grow toward responsible citizenship through reading guidance. Books and magazine lists, which have been selected by young people, are given to help the librarians provide them with reading materials suited to their interests and needs.

29. ***SRA Better Reading Book. 1.** Elizabeth A. Simpson. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1951. 88 pp. \$1.55. Quantity prices.

Specimen Set of Reading Book, Progress Folder, and Instructor's Guide. \$1.75. This Reading Book provides a step-by-step procedure for helping students to read faster and better. The author, Director of the Adult Reading Service, Illinois Institute of Technology, Chicago, has designed this book for students reading at the fifth grade level or higher. It contains 20 articles and 20 tests thereon. The book user reads an article and times himself, thus obtaining his rate. He then takes a test

which measures his level of comprehension. The user keeps a record of his reading rates and comprehension scores on the accompanying Progress Folder. This enables him to keep track of his reading status and his reading progress. The Progress Folder also contains the answer key to the article—tests.

All of the articles in this Reading Book are taken from widely-read books and magazines. They were selected in terms of such factors as wide age-range and interest appeal, determined by studies of reader interest, and reading difficulty, as measured by the Dale-Chall formula for predicting readability. All of the articles are of equal length so that the book user can employ a single table in the Reading Book to change his reading time into his reading rate.

The hard-bound Reading Book is non-consumable; it can be used by as many as 15 different students. Only the inexpensive Progress Folder is used up by one student. This book may be employed in developmental or remedial instruction, either in the classroom or reading clinic. An Instructor's Guide containing specific suggestions for the use of these materials is available at nominal cost.

School Administration

30. **The Administration of American Public Schools.** Harlan L. Hagman. [McGraw-Hill Book Co., 330 W. 42nd St., New York 18.] 1951. 428 pp. \$4.00.

This book is a report on the administration of American public schools and an account of some of the activities and accomplishments of public school administrators. It deals with school administration in its relationship to state, federal, and local governments; to teaching personnel and other instructional services; and to buildings and supply services. The duties and functions of an administrator and his responsibilities as the key figure in the success or failure of the public school are also considered.

Secondary Education

31. **Some Characteristics of the Secondary School of the Future in the Light of Modern Developments.** Howard T. Batchelder and Shirley H. Engle. Vol. XXVII, No. 3. [Indiana Univ. Book-

store, Bloomington, Ind.] 1951. 34 pp. 75c.

This bulletin is the report of a workshop sponsored by the School of Education at Indiana University to study the future needs of the secondary school. It contains the major conclusions and recommendations made by the members of the workshop regarding needed changes. The importance of or need for each recommendation is discussed in light of current social and economic developments. Each is designed to help provide more effective education for high school boys and girls. This bulletin should be of interest to all teachers, administrators, and officials of secondary schools.

Student Personnel Service

32. **Student Personnel Work in College — With Emphasis on Counseling and Group Experiences.** C. Gilbert Wrenn. [The Ronald Press Co., 15 E. 26th St., New York 10.] 1951. 589 pp. \$4.75.

This volume has been written for use as a text in college or graduate school courses in student personnel work; in courses or curricula designed to prepare college teachers; and in general or secondary school guidance courses. Documented with fact and citation, the material is presented from the individual student's point of view, based upon an analysis of student needs. It covers the relationship between the student and those who contribute to his well-being—counselor, adviser, the various deans, faculty members, job-placement director, and others who serve student needs.

Study

33. **How to Use A Textbook.** William H. Cartwright. [Natl. Council for the Social Studies, 1201 Sixteenth St., N. W., Washington 6, D. C.] 1950. 6 pp. 10c. Quantity discounts.

This pamphlet describes the functions of a textbook and shows how teachers can help students develop skill in its use and appreciate its value. It includes a discussion of the various parts of a book and their purposes. Suggestions for the teacher concerning the use of the textbook at varying grade levels and reading abilities are also given.

Teachers, In-Service Training

34. **Mental Hygiene in Teaching.** Fritz Redl and William W. Wattenberg. [Harcourt, Brace & Co., 383 Madison Ave., New York 17.] 1951. 454 pp. \$3.50.

The functions of mental hygiene in the prevention of personality difficulties and in providing patterns of living which influence the adjustment of children are discussed in this book. The authors describe principles and procedures of creative teaching which will help children who do not have serious personality problems, and at the same time, help teachers to recognize those children who need special help. The book deals with normal classroom problems and other difficulties with which teachers have to deal. Case-study materials are also included to help teachers understand themselves in their relationship to the psychological development of children.

Teachers, Training of

35. **Intergroup Relations in Teacher Education.** Lloyd Allen Cook. [Amer. Council on Education, 1785 Massachusetts Ave., Washington 6, D. C.] 1951. 271 pp. \$3.75.

This volume reports on the four-year field project in teacher education which had as its purpose the analysis and interpretation of the theory of prejudice. It is concerned primarily with why and how prejudice grows, what the school and community can do to combat it, and how leaders can be trained for the work. Special reference is given to problems of intergroup relations in teacher education and how intergroup education can be improved in schools and colleges.

Test and Scales

36. **An Evaluation of the Tests of General Educational Development.** Paul L. Dressel and John Schmid. [Amer. Council on Education, 1785 Massachusetts Ave., N.W., Washington 6, D. C.] 1951. 57 pp. \$1.00.

The report of a study to determine the extent to which General Educational Development tests have been used successfully. It lists the purposes and use of GED Tests, reports on surveys of re-

search on the tests, summarizes the various findings, and evaluates the GED program. This bulletin should be of interest to all persons engaged in test development and administration.

37. *SRA Junior Inventory—Form A. H. H. Remmers and Robert H. Bauernfeind. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1951. Specimen set, 75c.

A needs and problems inventory for children of school grades four through eight, consisting of 223 statements of problems frequently experienced by elementary school children. This study constitutes the first systematic, country-wide survey of what boys and girls in this age group consider to be their most important problems. It is divided into five areas: My Health, Getting Along with Other People, About Me and My School, About Myself, and About Me and My Home. The In-

ventory should be of help to teachers and counselors in planning and executing good guidance programs in elementary schools, and to everyone concerned with education and development of grade school children.

Vocational Education

38. Inter-American Cooperation in Vocational Education. Fernando Romero. [Vocational Education Section, Pan American Union, 17th St. and Constitution Ave., Washington 6, D. C.] 1950. 188 pp. \$1.00.

A handbook of vocational education which covers the various aspects of technical training in agriculture, industry, home economics, administration, and commerce. It should be of interest to educators, sociologists, and others in helping to prepare young people for active participation in industry and commerce.

for the

STUDENT

Items listed in this category are divided into two groups: Life Adjustment Material, which gives information about social, personal, and school problems; and Vocational Material, which gives information about occupations.

LIFE ADJUSTMENT MATERIALS

Apprenticeship

39. Training Manpower for Defense Production. W. F. Patterson. [Bur. of Apprenticeship. U. S. Dept. of Labor, Washington 25, D.C.] 1951. 4 pp. Free. Reprinted from *Mill & Factory*, June, 1951.

This leaflet explains the difference between apprentice training for the skilled trades and training for the wide variety of semiskilled and other jobs on the production lines requiring various degrees of skill. It shows how the Bureau of Apprenticeship can help industrial companies in solving their training problems. It also lists a number of occupations in which there is a shortage of workers, and describes the qualifications necessary for a job apprentice. High school students who will go to work immediately following

graduation will be interested in the job opportunities available through apprenticeship training.

Citizenship

40. The American Citizens Handbook. Jay Elmer Morgan, Ed. 4th ed. [Nat'l. Education Assn., 1201 Sixteenth St., N. W., Washington 6, D. C.] 1951. 607 pp. \$2.00.

This book contains the ideas and ideals which form the basis of American democracy. It emphasizes the fundamentals of citizenship, features the Hall of Fame, includes the important charters of democracy and reproduces the basic documents of the United Nations. The handbook contains articles, poems, and other materials that may be used in the elementary grades and high schools, and will serve as a valu-

able text or reference book in citizenship classes. This book will make a valuable addition to the reading shelves of adults and young people alike.

41. Living in Our America: A Record of Our Country. I. James Quillen and Edward Krug. [Scott, Foresman & Co., 433 E. Erie St., Chicago 11.] 1951. 752 pp. \$3.32.

An illustrated book which chronologically describes the story of American history from its European background to the period of Reconstruction. It also discusses current national problems. The book contains many activity and study suggestions; annotated reading lists; films, filmstrips, and recordings that relate to each chapter. The activities suggested provide projects for both individual and group work; the reading lists contain selections that may be used on three different levels of reading ability. The beautiful maps, both in color and black and white, the charts, other illustrations, and the easy style, will engage the attentions of young readers and hold their interest.

42. *You and Democracy. Dorothy Gordon. [E. P. Dutton & Co., 300 Fourth Ave., New York 10.] 1951. 60 pp. \$2.00.

This book was written to help children of elementary and junior high school age understand what life in a democracy means. It explains, with the aid of drawings and illustrations, the privileges and freedoms that are enjoyed, and describes how every citizen is a part of a democratic government and has a voice in its activities. The difference between living in a democracy and living in a totalitarian state is described in simple terms that any boy or girl can understand. An explanation of the Constitution and the Bill of Rights is also included.

Health and Hygiene

43. Facts About Narcotics. Victor H. Vogel, M.D., and Virginia E. Vogel. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1951. 48 pp. 40c. Quantity discounts. The tremendous increase of juvenile drug addiction in the last few years has become

one of our most serious problems. Many young people become addicted to narcotic drugs because they don't realize what the terrifying consequences are. They experiment with marihuana or heroin as a fad, or to go along with others, and then discover that they can't give it up. In this booklet, Dr. Victor H. Vogel, who is Medical Officer in Charge of the U.S. Public Health Service Hospital at Lexington, Kentucky, and Virginia E. Vogel, tell the facts about drug addiction—what drug addiction is, what it does to people, what kinds of people become addicts, how addiction is treated and, above all, how it can be prevented. This is important information that every teen-ager and adult should have.

Orientation

44. You and Your Life. Helen R. Randolph and Others. [Houghton Mifflin Co., 2 Park St., Boston 7, Mass.] 1951. 344 pp. \$2.56.

This book contains ideas and suggestions that have been helpful to young people in creating a happy and satisfying way of life. They are given to help other young boys and girls work toward a pattern of good living, both now and for the future. The content of the book is divided into the following areas: You and Your School; You as an Individual; You and Your Family; You and Your Friends; You and Your Work; You and Your Leisure; and You and Your Ideals. Questions to think about and suggested activities are listed at the end of each chapter. This orientation book is built around the major concern of teen-age boys and girls, and meets the students on their own level of interest and experience.

Reading

45. *You Can Read Better. Paul Witty and Harry Bricker. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1951. 40 pp. 40c. Quantity prices.

This gaily illustrated booklet is written especially for boys and girls in upper elementary and junior high school, to help them with their reading problems. In a practical, yet interesting way, it discusses the importance of reading and describes how boys and girls can improve their reading skills. Included are such topics as: What good is reading? How well do you read? How to build your

vocabulary; How to read faster; How to get the most out of your reading; How to find the books you want; How to use the library. The booklet also suggests ways boys and girls can widen their reading experiences, contains an interesting selection for testing reading speed and comprehension, and outlines a definite procedure for becoming a better reader. The authors are Paul Witty, Professor of Education and Director of the Psycho-Educational Clinic at Northwestern University and one of the country's outstanding reading authorities, and Harry Bricker of the Atlanta Area Teacher Education Service, Emory University, both of whom have had wide experience in analyzing children's reading problems. This booklet is the third in SRA's new series of Life Adjustment Booklets for boys and girls in grades six through nine.

Social and Personal Adjustments

46. ***Pattern for Personality.** Judith Unger Scott. [Macrae-Smith Co., 225 S. 15th St., Philadelphia 2, Pa.] 1951. 191 pp. \$2.50.

Written in a friendly, informal style, this book gives advice to teen-age girls on how

to develop a good personality. Its content covers how to adjust to home, school, and social life; how to get along with boys as well as girls, and how to plan for the future. This book will be of interest to girls from the seventh grade through high school.

Vocational Guidance

47. **The High School Portfolio.** Rev. ed. [Glamour's Job Dept., 420 Lexington Ave., New York 17.] 1951. 8 pp. 10c.

High school seniors will be interested in the first article in this portfolio which deals with the career fields in which beginning workers have good opportunities. Others are concerned with Junior Achievement, a well-organized plan for helping high school students get real experience in the career fields which interest them; 4-H Clubs, where teen-agers in the country learn the art of living and working on the farm; and the telephone industry, which offers wide opportunities to high school graduates. Students who will go to work upon graduation will find this a worthwhile aid in job hunting or in choosing a career.

VOCATIONAL INFORMATION

Advertising and Public Relations

48. **Industrial Advertising — How to Prepare for Your Career.** Prep. by the Chicago Industrial Advertisers Assn. [Advertising Director, Lindberg Engineering Co., 2450 W. Hubbard St., Chicago.] 1951. \$1.00.

This booklet was written to aid young people entering the field of industrial advertising. It suggests study courses which will be helpful as a background, outlines some of the different jobs available in the field, and shows the opportunities for advancement. The qualifications necessary, the duties and working conditions, the employment opportunities, and suggestions for getting started toward a career in industrial advertising are covered. A list of advertising associations and a glossary of advertising terms are also included.

49. **Opportunities in Public Relations.** Shepard Henkin. [Vocational Guidance Manuals, 45 W. 45th St., New York 19.] 1951. 112 pp. \$1.00.

A comprehensive analysis of the job opportunities available in the field of public relations. It tells what public relations is, how it operates, and describes its future outlook. Information is also given on the personal attributes and educational training necessary for entry and success in this field; on the various specialized phases of public relations; and on methods and techniques to use. Suggested methods of getting started, places of employment, and salaries to be expected are also included. Colleges and universities offering courses in public relations and general information on the cost of training will be of particular interest to students planning careers in this field.

Armed Forces

50. **Before You're Drafted.** [Greenberg: Publisher, 201 E. 57th St., New York 22.] 1951. 55 pp. \$1.00.

A guide for young men of selective service age, giving complete, up-to-date information on how to get the most out of their military service. It contains facts that will

be of interest and value to high school and college students, R. O. T. C. students, and to workers of draft age. It tells about registering, enlisting, the National Guard or Reserves, discusses concern about jobs, and worries about education or dependents. All branches of the military service are covered—Army, Navy, Air Force, Marines, and Coast Guard.

Building Trades and Construction

51. Woodworking Occupations: Millman. [Michigan Unemployment Compensation Commission, Employment Service Div., Detroit 2, Mich.] 1950. 25 pp. 25c.

An Occupational Guide giving a brief account of the development and use of woodworking occupations. It deals specifically with the millman's job, describing the nature of his work, working conditions, employment outlook in the occupation, and hiring specifications. Information is also included on the earnings of millmen, their employee and employer organizations, advancement opportunities, and related jobs. Methods of entering the occupation and other vocational factors are considered.

Government and Public Service

52. The U. S. Goes to Press. Verna Small. [Mademoiselle, 575 Madison Ave., New York 22.] 1951. 10c. Reprinted from *Mademoiselle*, September, 1951.

A brief discussion of jobs and futures in writing on government publications. It describes the types of writing jobs found in the various government departments, and tells what it takes to qualify. Information is also given concerning writing and editing jobs on the state government level as well as on the municipal level.

Health

53. Careers in Mental Health as a Psychiatric Nurse. PHS Publication No. 26. [U. S. Govt. Print. Off., Washington 25, D.C.] 1951. 13 pp. 10c. Single copies available free from the Natl. Inst. of Mental Health, Bethesda 14, Md.

The professional opportunities for both

women and men as psychiatric nurses or mental health nursing consultants are discussed in this pamphlet. It lists the personal qualifications and special educational training necessary for the job, and describes the duties and responsibilities of the occupation. Information is also given on financial returns, places of employment, and schools of training.

Occupations, General

54. Occupational Outlook Handbook. 1951 ed. Bulletin No. 998, U. S. Dept. of Labor, Bur. of Labor Statistics, in cooperation with the Veterans Administration. [U. S. Govt. Print. Off., Washington 25, D. C.] 1951. 574 pp. \$3.00.

This handbook, containing reports of over 400 occupations by which Americans earn their living, will be useful to counselors and vocational guidance workers in high schools and colleges. It shows the employment outlook in a wide variety of occupations in which students may engage, and discusses them in relation to mobilization activities. Occupations are classified under the following headings: professional, semi-professional, and administrative; clerical, sales, and service; trades and industrial; and agricultural. Information is given for each occupation on the nature of the work, training, and other qualifications, future outlook, earnings or salaries, suggestions for entering, and sources from which further facts may be obtained. Helpful suggestions for counselors and teachers on how to use the handbook and how to interpret the material for guidance purposes are also included.

55. Vocational Information Digest. [Office of Public Information, New Jersey College for Women, New Brunswick, N. J.] 1951. 56 pp. 50c.

This bulletin includes the reports by students of the information and advice given to them by thirty-four speakers at the Fifth Vocational Information Conference. The purpose of the conference was to aid students in planning their college programs and to give senior students the most recent facts about job opportunities. The fields of work discussed included those for which a general liberal arts major might qualify as well as those for which special majors are necessary. All

speakers chosen were outstanding in their respective fields, which cover art, business, education, government service, military service, museum work, personnel work, radio and television, science, social work, and writing. Special emphasis is placed upon the role of women and the opportunities open to them in the defense program.

Retail Trade

56. Phil Sterling, Salesman. Michael Gross. [Dodd, Mead & Co., 432 Fourth Ave., New York 16.] 1951. 200 pp. \$2.50.

A career story that will be of interest to young men planning to enter the field of selling. Written in fiction form, it follows the activities of a young man from the time he began his career, describing his problems, trials and errors, until he learned the art of business-getting. The book presents a clear picture of a salesman's problems and discusses some methods that make for a successful selling career. It covers learning the fundamentals of salesmanship, and gives advice that will be worthwhile to beginning salesmen and to students seeking information about the profession.

57. Successful Retailing. Arthur Tremain. [Harper & Bros., 49 E. 33rd St., New York 16.] 1951. 363 pp. \$4.95.

A handbook for store owners and managers, this book presents a comprehensive coverage of modern retailing. It includes all of the fundamental principles of retail store procedures—store location and design, personnel relations, general merchandising, credits and collections, displays, advertising and sales promotion, store maintenance, and specialized retail services. This book will be of help to all who work in retail stores from clerk to manager and will serve as a valuable, authoritative guide to young men and women who plan careers in retailing, or who are considering establishing and operating a business of their own.

Science

58. Opportunities in Atomic Energy. Karl D. Hartzell. [Vocational Guidance Manuals, 45 W. 45th

St., New York 19.] 1951. 144 pp. \$1.00.

What atomic energy is, the importance of it today, and the employment opportunities which exist in that field, are described in this manual. It discusses the impact of atomic energy upon modern culture, describes the organization and functions of the Atomic Energy Commission, and lists the occupational categories into which personnel is classified. Information on future employment trends, the qualifications and training required, methods of entry, salaries, and other vocational factors is included.

Social Work

59. The Outlook for Women in Social Case Work with Children. Bulletin No. 235-3, Women's Bur., U. S. Dept. of Labor. [U. S. Govt. Print. Off., Washington 25, D. C.] 1951. 72 pp. 25c.

Primarily concerned with changes and trends in the occupation, this bulletin describes the employment outlook for women in social case work with children. It gives information on the various duties and responsibilities of workers in this area of specialization, and lists the personal qualities and training required for entry and success. The average earnings of child welfare case workers in public and private agencies, and the opportunities for advancement are included. Recent statistics on the number and distribution of child welfare workers are also given.

60. The Outlook for Women in Social Case Work with Families. Women's Bureau Bulletin No. 235-4, U. S. Dept. of Labor. [U. S. Govt. Print. Off., Washington 25, D. C.] 1951. 84 pp. 30c.

The fourth of a series of bulletins concerning the need for women in the social services. It describes the current and future employment opportunities in social case work with families, a specialized area within the field. Information is given on the changes and trends within the occupation, on the personal qualifications and educational training necessary to enter the field, and on the earnings, working conditions, and chances for advancement. Part I of the bulletin describes the job opportunities in voluntary agencies and Part II

is concerned with public assistance work and what it offers. The Appendix includes the requirements for Civil Service positions, a list of accredited schools of social work, and professional organizations.

Writing

61. Jobs with the Press. Polly Weaver. [Mademoiselle, 575 Madison Ave., New York 22.] 1951. 10c. Reprinted from *Mademoiselle*, September, 1951.

A guide to writing and editing jobs which gives information on careers in magazine work, newspapers, trade papers, and house publications. It describes some of the qualities necessary for success, and discusses the advantages and disadvantages of the occupation. Many different types of reporting and editing jobs are covered—education reporter, suburban reporter, merchandise reporter, and UN reporter; production editor, vocations editor, city editor, and house magazine editor. Examples of women who are successful in each phase of the occupations are included. The

future outlook in newspaper work, the salary scales, suggestions for getting started, and many other vocational factors are also considered.

62. Opportunities in Journalism. Elias E. Sugarman. [Vocational Guidance Manuals, 45 W. 45th St., New York 19.] 1951. 126 pp. \$1.00.

A detailed survey of the newspaper profession—from copy boy up through every phase of news writing and editing—written by an experienced journalist. The author gives accurate, up-to-date information on the personal qualities and training necessary for newspaper work, and describes the employment prospects and chances for advancement in the field. This manual also covers background training, salaries, related fields of writing, unions and other professional associations, and professional publications. Prospective students will also find the list of colleges and universities offering degrees in journalism and the suggestions for getting started of considerable value.

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